

## MEMORANDUM

to All PersonnelFROM Mr. Charles TakacsConcernedSUBJECT CONTRACT SETS OF  
SUPPLEMENTARY SPECIFICATIONS DATE 1-18-82 TELEPHONE NO. 2-3200

Five (5) copies of the Supplementary Specifications which are forwarded to the Bureau of Contract Administrations (J. Oswald) when the Project is to be advertised shall conform to the following:

1. Bound with Ecko fasteners.
2. Not be numbered.

Form AD-143 REQUEST FOR PRINTING for ordering Supplementary Specifications shall be noted with special instructions as follows:

PROVIDE FEDERAL JOB NUMBERS FOR ALL FEDERAL PROJECTS		NEW JERSEY DEPARTMENT OF TRANSPORTATION		FOR
FEDERAL JOB NUMBER		REQUEST FOR PRINTING		Log Number
USING AGENCY BUDGET CODE		ORDERED BY	ROOM NO.	Date Logged
No. of Copies	Description of Work	<input type="checkbox"/> FLAT FORM NO. OF <input type="checkbox"/> BOOKLET NO. OF		
SPECIAL INSTRUCTIONS: <u>5 cys punched and bound with 723F ECKO fasteners</u>				
<input type="checkbox"/> Collating <input type="checkbox"/> Stapling <input type="checkbox"/> Folding <input type="checkbox"/> Inserting <input type="checkbox"/> Punching <input type="checkbox"/> Padding				
REVIEW AND/OR APPROVAL FOR TEMPORARY FORM				
Form		Manuscript		

*Charles Takacs*  
 Charles Takacs, Chief  
 Bureau of Roadway Plan Quality  
 Review & Specifications Development

WRT:vh

cc: D. Chiacchio  
 J. Oswald  
 L. Tondini